

**Minutes**  
**BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE**  
**Monday, September 11, 2017**  
**Green Bay Metro Transportation Center**  
**901 University Avenue**  
**Green Bay, Wisconsin**  
**Meeting Time: 10:15 a.m.**

**ROLL CALL**

Mary Brick (Syble Hopp School)		Greg Maloney (Lakeland Care District)	x
Diana Brown (Curative Connections)	x	Linda Mamrosh (Citizen Member)	x
Vinny Caldara (MV Transportation)		Sandy Popp (Options for Independent Living)	x
Corrie Campbell (BC Board of Supervisors)	x	Cole Runge (BC Planning Commission/Green Bay MPO)	x
Brandon Cooper (Oneida Nation)		Julie Tetzlaff (Cerebral Palsy Inc.)	x
Mallory Cornelius (ASPIRO)		Derek Weyer (Wisconsin DOT NE Region)	
Mary Derginer (ADRC of Brown County Board)	Exc	Tina Whetung (Curative Connections Trans. Program)	x
Essie Fels (Green Bay Metro)	x	Genny Willemon (BC Human Services)	
Pat Finder-Stone (Citizen Member)	x	John Withbroe (Green Bay Transit Commission)	
Christel Giesen (ADRC of Brown County)	x	Vacant (BC Executive Department)	

Others present: Lisa J. Conard, Patty Kiewiz, Denise Misovec, and Jennifer Hallam-Nelson. Sandy Popp attended via teleconference starting at 10:40 a.m.

**ORDER OF BUSINESS**

C. Runge opened the meeting at 10:15 a.m.

1. Introduction of Mary Derginer.

C. Runge stated that Mary Derginer was not able to attend the TCC meeting due to a work commitment, but she looks forward to the TCC's next meeting in December.

2. Approval of the June 12, 2017, TCC meeting minutes.

A motion was made by C. Campbell, seconded by E. Fels, to approve the March 13, 2017, TCC meeting minutes. Motion carried.

3. Recommendation to the Brown County Planning Commission (BCPC) Board of Directors regarding CY 2018 Section 5310 Program funding awards.

C. Runge provided an overview of the staff report.

In May of 2014, Brown County Planning Commission (BCPC) staff was informed by the Wisconsin Department of Transportation (WisDOT) that the initial application review and scoring process for Section 5310 Program funds needed to be conducted by a group of four or five people. To fulfill this requirement for the CY 2018 Section 5310 Program, a five-person subcommittee of the TCC was formed to review project applications, score them, and attend one subcommittee meeting to discuss the scores and develop funding recommendations to present to the full TCC.

**Subcommittee Discussion and Scoring**

On August 30, 2017, the Brown County TCC Section 5310 Program Application Review

Subcommittee met to discuss and develop an overall score for the following application:

- **Curative Connections:** Funding for two minibuses that each have eight ambulatory positions and one wheelchair position.

Total Project Cost: \$114,000

**Requested Section 5310 Program Funding: \$91,200** (80 percent of the total project cost)

After discussing the application and each subcommittee member's scores, the scores were combined and averaged to create the following overall score for the application:

- Curative Connections Vehicles: **90.4 of 100 possible points**

#### **Subcommittee Recommendation to the Full Brown County TCC**

The subcommittee members agreed that the project should receive CY 2018 Section 5310 Program funding because the project will be beneficial to seniors and people with disabilities. However, because half of the Section 5310 funding available for projects is reserved for the Specialized Transportation Mobility Management Program that began in 2017, the total requested amount of Section 5310 funding exceeds the amount available for projects by \$15,424. Therefore, the subcommittee recommends that the Curative Connections project be awarded the requested funding minus the amount that exceeds the available funding level.

If this recommendation is approved by the full TCC and the Brown County Planning Commission Board of Directors, the distribution of CY 2018 Section 5310 Program funds for the Green Bay Urbanized Area will be as follows:

<b><u>Section 5310 Program funding available in CY 2018 for the Green Bay Urbanized Area:</u></b>	<b><u>\$168,392</u></b>
Administration funding awarded to Green Bay Metro as the Section 5310 Program's DR <sup>1</sup> (10%):	\$16,840
<b>Section 5310 Program funding available for eligible projects in CY 2018:</b>	<b>\$151,552</b>
CY 2018 Section 5310 funding set-aside for Specialized Transportation Mobility Management Program (50%):	\$75,776
CY 2018 Section 5310 funding awarded to Curative Connections:	\$75,776
<b>Remaining CY 2018 Section 5310 Program Funding Balance:</b>	<b>\$0</b>

C. Runge thanked S. Popp, J. Tetzlaff, and C. Giesen for volunteering to serve on the application review subcommittee.

A motion was made by C. Campbell, seconded by E. Fels, to recommend to the Brown County Planning Commission Board of Directors approval of the Section 5310 funding as outlined in the staff report. Motion carried. Diana Brown and Tina Whetung abstained as they represent

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<sup>1</sup> The DR (Designated Recipient) serves as the fiscal agent for the program. Green Bay Metro was selected as the DR for the Green Bay Urbanized Area's Section 5310 Program because of its experience with similar federal transportation funding programs. As the DR for this program, Green Bay Metro is entitled to 10 percent of the funding available in CY 2018 for program administration.

Curative Connections, the applicant.

4. Presentation about the Specialized Transportation Mobility Management Program by Mobility Coordinator Jennifer Hallam-Nelson.

J. Hallam-Nelson provided an overview of the program via PowerPoint.

J. Hallam-Nelson reviewed the Travel Training program for the Green Bay Metro fixed route bus system and indicated she is willing to work with Curative Connections staff so that travel training can be provided to existing/potential Curative Connections Transportation Program<sup>2</sup> clients as well.

J. Hallam-Nelson provided an overview on how to ride the bus, including on-line tools and phone access to assist those who need additional information.

C. Campbell asked about the transportation services provided by the Salvation Army.

C. Giesen stated that as part of older adults programming, the Salvation Army provides weekly trips to the grocery store, bank, and a restaurant. This program is partially supported by State 85.21 Program funds.

In addition to the noted program, L. Mamrosh indicated that she is aware of a Salvation Army program that provides age 55+ individuals a ride to a meal site and social event for a minimal fee. However, the ride could be long as there may be additional people (pick-ups) on the trip.

J. Hallam-Nelson stated that she is aware of the programs and has had conversations with Salvation Army staff.

L. Mamrosh indicated she belongs to a visually impaired support group. L. Mamrosh suggested that a similar presentation be made to the group.

C. Campbell asked about the scope of the Mobility Management Program's work.

Discussion occurred regarding various entities that J. Hallam-Nelson has made contact with or provided presentations to. In addition, examples of specific client interactions were discussed.

J. Hallman-Nelson indicated that she has also received referrals from ICS, DVR, Job Center, and faith-based organizations.

5. Discussion about the July 2017 report from the Specialized Transportation Mobility Coordinator.

J. Hallam-Nelson presented the 2017 2<sup>nd</sup> quarter staff report and detailed several challenging trip requests and how the trips were brought to fruition.

6. Round robin discussion about specialized transportation services in Brown County.

C. Campbell indicated that she has spoken with Brown County Executive Troy Streckenbach and Linda Mamrosh regarding a "Safety for Brown County" campaign. The intent of the

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<sup>2</sup> Discussion under this item is in regard to the transportation program offered by Curative Connections as of July 1, 2015. Prior to this date, the service was provided by the Lakeland Chapter of the American Red Cross. The program offers demand-response transportation services to seniors and qualifying individuals with disabilities with use of a small-medium bus, van, or sedan.

campaign is to make people aware of the need to remove snow in a timely manner and to minimize or eliminate other obstacles so that people with disabilities can access the community.

C. Runge presented a series of slides that show sidewalks under construction and discussed how signs and project timing can impact a person's ability to navigate safely in and around the construction. C. Runge also presented images in which permanent barriers (light poles placed in the middle of a sidewalk vs. the outer limit of a sidewalk) make it difficult and potentially dangerous for people to travel using wheelchairs and other mobility devices.

C. Runge stated that he believes the campaign is a good idea and suggested that a pilot program could occur in a Brown County community. The TCC members agreed that a pilot program within a community would be a good method of beginning the campaign.

C. Campbell indicated that she appreciated the amount of work completed by the mobility coordinator in the short amount of time the position has been staffed.

C. Giesen stated that the advocacy of C. Campbell and L. Mamrosh and the work provided by the mobility coordinator is valuable.

J. Tetzlaff indicated that the CP drop-off/pick-up area has been extremely congested with the CP expansion project underway.

P. Kiewiz announced that MV has been providing paratransit trips outside of the paratransit service area (which is within  $\frac{3}{4}$  mile of Metro's fixed bus routes)<sup>3</sup>. Service provided outside the paratransit service area is a violation of MV's contract with Metro. P. Kiewiz indicated that most of the unauthorized trips originated in a small area in northeast De Pere. P. Kiewiz is working with the paratransit clients, MV, and the City of De Pere to resolve this issue.

L. Conard provided a copy of two maps recently developed by MPO staff:

- Map of the paratransit service area with dots indicating the location of paratransit trip origins from January 2, 2017 to June 30, 2017. Just over 20,000 trips were provided during this six month period. The top three trip generators were the CP Center (2,345 origins), Curative Connections (1,536 trips), and ASPIRO's two locations (1,315 trips). The three locations represent approximately 25% of all trips during this period.
- Updated map of specialized transportation services available in Brown County. The map has been modified to reflect Curative Connections' expanded service area to all of Brown County.

G. Maloney suggested that J. Hallam-Nelson contact the Green Bay Neighborhood Leadership Council and offer to make a presentation to the group.

G. Maloney indicated that bus stop signs in Chicago contain information to assist potential passengers with their trips. He also asked if additional information can be added to Green Bay Metro's bus stop signs.

L. Conard noted that Green Bay Metro has about 1,500 bus stop signs. The signs are scheduled to be replaced within the next five years (pending funding approval) and there will be an

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<sup>3</sup> Discussion is in regard to the paratransit program offered by Green Bay Metro to qualifying clients under contract with MV Transportation, a private transportation company.

opportunity to add information at that time.

L. Mamrosh appreciates the automated bus stop announcements on the fixed route bus system. However, it is difficult to learn of route detours.

P. Kiewiz stated that Green Bay Metro publishes route detours in advance through Facebook and on its website. Paper *Metro Alerts* are also posted on the bus and at the Transportation Center. However, in the future, when the on-bus automated system is replaced, Metro staff will be able to program the system for spontaneous or one-time on-bus announcements.

P. Finder-Stone stated that the Mobility Coordinator has accomplished a lot in the short amount of time in the position. P. Finder-Stone also recognized L. Mamrosh as someone who provides valuable insights to the TCC as a member of the community that is legally blind.

7. Other matters.

G. Maloney announced he is leaving the Lakeland Care Inc. and will no longer be attending TCC meetings. His replacement on the TCC has not yet been named.

D. Brown is retiring from Curative Connections and Denise Misovec will be taking her place on the TCC.

The tentative TCC meeting schedule for 2017 is as follows:

Monday, December 4, 2017

Green Bay Metro Transportation Center  
901 University Avenue  
Green Bay, Wisconsin  
10:15 a.m.

8. Adjourn.

C. Runge closed the meeting at 12:14 p.m.